

THE FREE MEDICAL CLINIC of Greater Cleveland

12201 Euclid Avenue. Cleveland, Ohio 44106-4399. PHONE: (216) 721-4010. FAX: (216) 721-2431.
www.thefreeclinic.org

Associate Dental Director

Part Time:

20 hours per week

Salary:

Commensurate with skills and experience

ROLE: Assists Dental Director, as requested, in overall management and administration of the Dental Department.

Supervises: Volunteer dentist(s), dental hygienist(s), dental student(s), and other assigned staff.

QUALIFICAnONS:

Required: DDS or DMD Degree, licensed DDS or DMD in good standing in the state of Ohio. Faculty appointment or eligible for appointment at the Dental School at Case Western Reserve University. Two or more years clinical practice experience or recent graduate of an ADA approved general practice residency program with one or more years of clinical practice experience. Supervisory and teaching experience. Excellent organizational, administrative, oral and written communication skills. Available Saturday hours. **Preferred:** Multilingual skills

AREAS OF RESPONSIBILITY:

1) Patient Care: Provides clinical dentistry care to patients, including diagnosis, extractions, restorations, root canal service and conservative periodontal treatment. Records services provided and ensures appropriate documentation. Approximately 70% oftime is spent in direct service-related functions, and about 30% in administrative functions. Stays abreast of pertinent medical information about patients that determines care and treatment. Extensive independent judgment.

2) Program Management: In collaboration with Dental Director, develops and updates policy and procedure manuals, standards of care manuals, and clinical protocols. Assists with developing and implementing QAI Programs to meet clinical needs. Supervises dental staff, volunteers and dental students in absence of Dental Director. Oversees full service Dental Clinic intake/triage, matching patient demand with dental assistants and availability of providers for Saturday dental clinic. Ensures that x-rays are appropriately taken. Ensures appropriate coordination of patient referrals, patient satisfaction, handles patient calls and follow-up. Conversant with the requirements of maintaining a radiograph certificate and an OSHA program of sterilization and disinfection.

3) Other Duties: Participates in hiring process for Dental and other areas as appropriate. Promotes effective communication within and between departments through teamwork. Attends departmental and Free Clinic all staff meetings. Contributes to departmental and organizational decision-making through active participation. Works effectively and positively with co-workers and volunteers. Other duties, as assigned.

Submit Resume by April 25, 2008 to:

Jolynda Gibbs, HR Manager, jgibbs@thefreeclinic.org

The Free Medical Clinic is an Equal Opportunity Employer & service provider

*The Mission o/The Free **Clinic** is*

*To provide quality health care and related servicesfree ofcharge to those who lack appropriate alternatives,
and to advocatefor policy changes that make health care available to all.*